WA–Trans Steering Committee Meeting Notes
September 30, 2002

Attendees:

Member	Association	Representing
Tareq Al-Zeer	WSDOT NW Region Maintenance and Operations	WSDOT
Deborah Reynolds	Washington Utilities and Transportation Commission	Utilities, Rail, WUTC (alternate)
Eric Jessup	Project Manager of the Strategic Freight Transportation Analysis Project	Freight
Nancy Tubbs	US Geological Survey Oregon Liaison	USGS
Chuck Buzzard	Pierce County GIS	West side local government
Dale Guenther	US Regional Ecosystem Office	Federal Land Management Agencies
Wendy Hawley	US Census Bureau	US Census Bureau
Ian Von Essen	Spokane County GIS Manager	E-911
Dave Rideout	Spokane County Engineers GIS Manager	East side local government
Roland Behee	Community Transit of Spokane County	Transit
Joe Bowles	Walla Walla County Surveyor	East side local government
Lisa Stuebing	Mason County GIS Manager	West side local government
Kerry Brooks	WSU Professor	Visitor
Tami Griffin	WSDOT Geographic Services	WS-Trans (Project Manager), Facilitator

Not Attending:

Member	Association	Representing
Jerry Harless	Puget Sound Regional Council	MPO's
Dan Dickson	CRAB	CRAB
Carrie Wolfe	Washington Framework Coordinator	In her role as coordinator
Not filled	Department of Natural Resources	

Agenda:
1. Introductions and check-in
2. Review Action Items
3. Tami's Report – Status, Help!, New Steering Committee Member?
4. Concept of Proposal for Requirements Extraction and Prioritization
5. Prioritization Input Question
6. Decision – Input and Scoring
7. Demonstration of Prototype System
8. Business Needs Update and Functionalities
9. Identify Maximum Acceptable Scale for each Business Need
10. Review Work Plan changes

11. Action Items Review
12. Meeting Review and Evaluation

Kerry Brooks attended at Ian's request. He is a professor at WSU and director of the GIS and Simulation Lab. He is trying to work on coordinated transportation and WSU. Joe Bowles was introduced. Joe is a new steering committee member from Walla Walla County representing the east side local governments. Deborah Richards attended by phone and was introduced. She is Dave Cullom's alternate.

Action Item – Tami add Deborah to the cc list for the Steering Committee e-mails.

The Action Items were reviewed. No one had provided fire district information. Ian agreed to do so. Ian meets with the CCC (Combined Consolidated Contract for Dispatch) for the Spokane Fire District.

Action Item – Ian will provide Tami with information about a contact with CCC and the next meeting schedule so maybe Tami can attend.

Tami's Status –
Tami met with Weston Solutions in Seattle and they have volunteered to provide technical assistance with data modeling and programming where needed if they have staff available with the right skill set when WA-Trans is ready. Tami is going to look into public-private partnerships and make sure of the process for working with them.

Action Item – Tami determine how public-private partnerships work.

Tami reported on her efforts to get homeland security money. She sent a proposal off to FEMA and FHWA. FEMA told her to contact her local representative who has not returned the phone calls. FHWA was very positive about the proposal but didn't have any discretionary spending for homeland security. They felt that it was important enough to reprioritize into WSDOT's FHWA money. Tami is going to start working on getting WSDOT executives more aware of the project as a stepping-stone to trying to achieve this.

The proposal Tami wrote used estimates of Washington's contributions based on the input provided by steering committee members at the last meeting. Tami wants to gather better data on this. She asked the committee to give her ideas of how they could best report their time on the project. There was some discussion on this. Deborah was concerned that individual organizations might be singled out by their participation. But

Tami plans only to show aggregates based on position levels so approximate pay scales can be used. The membership of the committee is public knowledge but the goal is to show a level of contribution and participation for Washington as a matching effort in a grant proposal. Tami wants time broken at a fairly high level. Things such as travel time and cost together, meeting time, meeting prep time. Ian expressed concern that it may be difficult because related project may cross. So work Spokane County is now doing on National Map Pilot may make its way into WA-Trans. When we actually do a pilot much closer tracking must be done to produce an implementation work plan. But for Phase I it doesn't need to be tracked so closely. Right now most of the expense was administrative. It was agreed that Tareq would develop a spreadsheet for time entry and that Chuck would put it with the rest of the applications he is developing.

Action Item – Tareq will develop time entry spreadsheet (very simple) and Chuck will put it with the rest of the Internet applications he is developing for us.

Tami has made a request of George Spencer for an administrative assistant. If anyone has any sort of in-kind assistance to bring in on a temporary intern who could assist Tami it may be needed. Please send that information to Tami.

Action Item – Send Tami any opportunities for internships or other administrative assistance that could be provided for her on WA-Trans.

There was more discussion about getting CRAB involved. Tami reported that Dan Dickson has said he would be involved once he gets through some things. Joe Bowles is going to check with his CRAB contacts to see if there is an alternate or a way to get Dan's time made available.

Action Items – Joe Bowles follow up with CRAB regarding other ways to get input.

Tami reported that she met with Colleen Jollie, who is WSDOT's tribal liaison and was given a great deal of information. Tami went to Neah Bay last week and met with Kyle Kitchel of the BIA who is teaching to tribe to GPS accident locations and then they will GPS roads. The Makah tribe is the starting place and then they will move to other locations. David Frey of the TTAP (Tribal Technical Assistance Program) housed at EWU was also there and provided Tami with new information and will assist her going to RTPO meetings where tribes are involved. Also Blanchard Mat of the Makah Tribe has agreed to look at the business needs and provide feedback (after conferring with tribal leaders). He did provide a couple of business needs that will be added to the document.

Action Item – Tami will add the business needs collected at the Neah Bay meeting to the document.

Tami also is going to a Tribal Transportation Meeting the 7th and 8th at the Skagit. She hopes to give a presentation at that time on WA-Trans. Tami wants to add a tribal member to the steering committee to provide representation for them. Ian said look at a geographic model as was done with county and local participation and invite as many of them as we would like to have come. If we can get one we will be happy, but we need to give them the opportunity to participate because they are sovereign nations and don't really represent each other. We don't want to take too long though. It was agreed that we could solicit tribal involvement in the steering committee. Tami will initiate with them and they must identify themselves and commit to participation.

Tami did a demonstration of the process proposed by Pierce County for getting business needs resolved into priorities, prioritized business needs resolved into prioritized data needs and functionality to be supported. Various surveys will be used. One will be developed for prioritization, one for determining data needs, one for determining data availability and one for determining unique keys and structure for integration tasks and software that must be developed. The steering committee was pleased with this idea and felt it would work well.

The main question asked was whether the prioritization would be done by business function, by agency or some other scheme. What was decided is the steering committee will do the prioritization and then we will determine if the results are skewed in favor of one group or another and require weighting or averaging. We can also decide if we have adequate representation or need to open it up to others. Some of the surveys will almost certainly have to be opened to others to get the information needed.

The question of "scale" or "accuracy" came up and there was some discussion of what that means and how it is used. It was suggested that CRAB has reporting needs that might be considered when looking at this. It was agreed that each steering committee member would determine the accuracy of each business need and send the information to Tami to update. Tami is concerned about her load since she collected most of them, and any help with some of them would be useful.

Action Item – Determine minimum accuracy for each business needs using ranges (using specific ranges of "below 1 meter", "1 – 3 meters", "3 – 10 meters", "above 10 meters) and send to Tami.

Chuck Buzzard did a presentation on the prototype. He had basic project information, a steering committee screen with contact information, information about specific business needs and some other fields. The response was positive and Chuck had the information he needed to finish the work. He will send Tami a link when it is ready and she will review and then pass it on. Linda and Chuck will finish the functionalities for new business needs and add a first cut of data required for the business needs.

Action Item – Chuck and Linda will finish functionalities for business needs not yet completed and do a first cut of data needed for each business need.

We went through the work plan again. The section on the I-plan was discussed and approved. However it needs to be re-lined to the plan. There was a suggestion that language be added for data sharing and language be added for the evaluation of the pilot results to the pilot section. Tami stated that we are getting to the point where we need to think about the pilot plan and start working on it.

Action Item – Tami update work plan as follows: link I-plan tasks to plan to data sharing section, add language to pilot section (Phase II) regarding data sharing and evaluation of pilots and recommendations as a result of pilots.

We went through NCHRP 460 data model requirements. The big thing added to the business needs as a result of this effort was adding a need regarding historical versions of the framework and recognition that some of these business needs require a temporal component. An example of this is roads that are temporary closed, in development and then added, etc. all based upon a time (temporal) element. Because we are not trying to do a transportation data model (the goal of the NCHRP 460) only a framework for sharing data we don't need to meet all the requirements of this data model.

Meeting evaluation was positive. There was much appreciation for successful meeting to Eric Jessup for providing facility, map, video conferencing, etc. Also there was appreciation for Dave Rideout providing projector and for Chuck Buzzard and the work he and Linda are doing on the Internet Application and business requirements extraction process! Next meeting is in Seattle at WSDOT NW Region Office. See website for map.